

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-308

OPENING DATE: 20 October 2006

CLOSING DATE: 20 November 2006

ANTICIPATED FILL DATE: 24 Dec 06

POSITION TITLE AND NUMBER

Training Administrator
PDCN: 70227000, MD #: 1820-10L

UNIT/ACTIVITY AND DUTY LOCATION

139th Regt (CA), NCARNG
Ft. Bragg, North Carolina

GRADE AND SALARY (includes Locality Pay of 15.57%)

GS-1712-12 \$63,980.00 - \$83,170.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is NCARNG Technicians Only. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172 / 6431.

1. Ability to develop policies and directives.
2. Knowledge of the training instructional programs and budget projections is required.
3. Ability to conduct surveys.
4. Skill in coordinating requirements and maintaining liaison with others concerning execution of training programs.
5. Skill in preparing justification of budget estimates.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (Enl: CMF 42, 92)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Responsible for developing TASS Regional policy supplements, local operating procedures and directives, and guidance letters ensuring that established admission standards, academic standards and leadership standards are adhered to. This position acts as the chief integrator for quality assurance in the combat arms and leadership training within the TASS region. By using all Training Management Systems such as the Army Training Requirements and Resources System (ATRRS), the Individual Training Requirements Module (ITRM) etc., the incumbent ensures that organizations adhere to timelines established by the Training Management Life Cycle either through command and control or coordinating authority. Responsible for ensuring standardized courses are taught in accordance with Army, NGB, and state regulations and directives. Oversees accreditation, instructor certification, quality assurance, and conduct of training. Represents the Region annually in the National and Regional Training Coordination Conference process and other conference workshops as required. Exercises coordinating authority to ensure trainings conducted to standard in other states within the region to include support activities for the conduct of training. Monitors the training battalions' execution of training missions and provides assistance as necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES (continued): Conducts cross-state coordination through appropriate coordination authority channels. Knowledge of the training instructional programs and budget projections is required. In addition to the TASS CATR or LTR responsibilities, incumbent has TASS RTI responsibilities, which include testing, screening and selecting all students for training programs. The training programs are Officer Candidate School (OCS), Non-Commissioned Education System (NCOES) and Military Occupational Specialty (MOS) qualification/reclassification. Resident, satellite and distance learning programs are conducted by the RTI. Responsible for various special programs conducted by the RTI such as the Unit Commander's Course, TAC Officer/NCO Training and Orientation Course, Instructor Training Courses, OCS Orientation Course, Non-Prior Service Training Course and Combat Lifesaver Course as directed by the State Adjutant General. Serves as principle advisor to the State Adjutant General on leadership development of ARNG personnel within the state. Prepares and conducts surveys concerning leadership and other special training issues/concerns in state ARNG units and recommends remedial action. Coordinates school requirements and maintains liaison with NGB, proponent schools, active military installations, and other agencies concerning execution of the training programs. Ensures that candidates of OCS, NCOES and MOS qualification courses meet minimum established prerequisites prior to enrollment and graduation. Prepares and provides justification of the RTI's budget estimates. Reviews and analyzes the training program plans and information through such sources as Programs of Instructions, special schools requirements, student performance standards, etc. Based upon review and analysis, predicts program needs to execute training programs. Assures that proposed programs conform to state, proponent schools and NGB requirements. Prepares justification and develops documentation for training institute programs. Responsible for procurement, accountability, maintenance and management of assigned/loaned equipment, currency and storage of training aids, visual aids, school and staff library, automated data equipment, distance learning, other training materials, supplies and equipment required to support the RTI. Procures instructors, TAC officers/Non-Commissioned Officers, training Non-Commissioned Officers, additional staff and other support personnel for the planning and conducting of the Army Program for Individual Training (ARPRINT) mission courses. Provides guidance for the staff, faculty, and support personnel. Responsible for continuing educational development and evaluation of the staff and faculty. Responsible for strength maintenance/recruiting and retention functions for the RTI. Maintains contacts with public officials, civic groups, veteran's organizations, schools, and fulltime recruiters. Represents the RTI by attending public functions to promote a sound information and public relations program including planning and conducting of formal graduation ceremonies. Supervises/manages assigned and attached personnel and oversees the preparation and maintenance of personnel, medical and financial records for staff and students, academic and leadership records for students, training institute historical files and evaluation of examination results and counseling of students. Ensures line of duty, accident and other investigations are properly and timely prepared and submitted; the timely and correct preparation and submission of officer and enlisted evaluation reports; preparation of orders and pay packages for students, staff and faculty; and the timely submission of routine and special reports. Responsible for compliance with energy conservation programs, implementation of field sanitation, troop health programs, EEO and sexual harassment/discrimination programs. May serve as a member of the academic board when so designated. Responsible for maintenance of board records to include minutes and statistical data. Conducts briefings to all levels as required. May serve as a member of a TASS Advisory Council to develop recommendations to NGB publications that affect operations of the RTIs. Plans and assigns work to be accomplished by subordinates. Sets priorities and prepares schedules for completion of work. Make assignments based on priorities, difficulty, and requirements of the assignments and the capabilities of individual employees. Conducts employment interviews. Recommends employees for appointment, promotion or reassignment. Establishes performance standards and monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees. Resolves those which can be informally resolved, and/or makes recommendations for resolution to appropriate deciding employees and provides or obtains training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Physically Handicapped, Labor-Management Relations, discrimination/sexual harassment and other similar special emphasis programs. Maintains an effective position management program. Assures position descriptions are accurate and positions are operating as intended. Supervises and reviews Army Training Readiness Requirements (operational requirements) and all automated data processes, programs and functions. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Relocation expenses (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974